



State of New Hampshire

DEPARTMENT OF SAFETY
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March 21, 2025

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to MOP 1102 (L), the Department of Safety, (DOS) Division of State Police, (SP) requests **retroactive** authorization for one Trooper to travel over 300 miles one way in a rented vehicle in the amount of \$1,397.41 from Shallow Creek Kennels Inc. in Sharpsville, Pennsylvania to Concord, NH, from March 17, 2025, through March 19, 2025, to replace a canine purchased in February 2025, due to illness. The previous travel request was approved by Governor & Council on January 15, 2025, Item #1A. Funding source: 41% Highway Funds; 34% General Funds, and 25% Turnpike Funds.

Funding is available in the SFY2025 operating budget as follows:	<u>SFY2025</u>
02-23-23-234015-40030000 DOS-SP-Traffic Bureau	\$1,397.41
080-500715 – Out of State Travel Reimbursement - Operation – Rental Car (Out of State)	

EXPLANATION

This request is **retroactive** because the canine that was purchased on a previously approved G&C request (January 15, 2025, Item #1A) was medically evaluated upon his return to New Hampshire and found to have heartworm, which was not present at the time of purchase. The current school/training for this canine began March 17, 2025 and immediate replacement was necessary. Personnel from Shallow Creek Kennels picked up original canine, per the medical warranty, with the agreement that New Hampshire State Police would travel to Shallow Creek Kennels and choose another canine. One Trooper traveled via plane to Pittsburgh, Pennsylvania, evaluated and chose a new canine, and returned via a rental vehicle the following day. The SUV was able to accommodate the Trooper along with the newly acquired canine, crate, and equipment for the return trip. The travel took place March 17, 2025, through March 19, 2025. The purpose of this travel was to expedite a replacement canine from Shallow Creek Kennels Inc. in Sharpsville, Pennsylvania to replace the canine that New Hampshire State Police purchased in February 2025.

Respectfully submitted,



Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 17, 2025

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, retroactively requests permission for Sergeant Gary Ingham the commander of the Canine Unit to travel to Sharpville, Pennsylvania, for 3 days of out-of-state-travel status from March 17, 2025, to March 19, 2025.

Conference/Workshop/Seminar Title

Retroactive 2025 K-9 Patrol School Dog

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure MOP 1301, VI, D, the Department of Safety, Division of State Police, retroactively requests approval for travel outside a 300-mile radius (see Attachment A) for one Trooper to fly to Pennsylvania and return in a rented vehicle for the purpose of attending Shallow Creek Kennels Inc. from March 17, 2025, through March 19, 2025, in Sharpville, Pennsylvania to obtain a replacement canine. The total mileage for one Trooper to travel from Sharpville, Pennsylvania, to Concord, NH is 591.5 miles. The total cost for travel by air and use of a rental car for the 3-day time frame in Sharpville, PA is \$1,397.41. The employee will not be paid overtime during the time frame of their travel.

The purpose of this travel is to expedite a replacement canine at Shallow Creek Kennels Inc. in Sharpville, Pennsylvania to replace the canine that New Hampshire State Police purchased in February 2025. The original travel was approved by G&C on January 15, 2025, number SP-FO-12-2024.-01. The newly purchased canine was medically examined upon return to New Hampshire and was found to have heartworm. This canine was to be attending the canine school which began March 17, 2025. Personnel from Shallow Creek Kennels has retrieved the original canine per the medical warranty. To expedite the process so that the canine can attend the current training, New Hampshire State Police will travel to Shallow Creek Kennels Inc. to evaluate and choose a new canine.

Air and vehicle travel comparisons were not made due to multiple airline restrictions. These would include, the maximum size dog crate allowed by airlines may be too small for the canines being purchased. They are unable to fly in the passenger compartment due to the size of seats and restrictions on dog crates inside the passenger compartment. There are limited flights if any that have a pressurized cargo if crate sized worked.

Renting a vehicle would enable NHSP to accommodate the dog crate and equipment needed for the canine with a quick turnaround. (T-25-050)

Attendee and Title

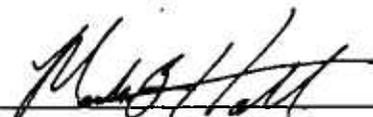
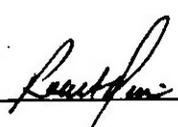
Sergeant Gary P. Ingham – Canine Unit

Fiscal Information – Summary

<u>Obit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carrier	\$ 933.56	Appropriation of Out-of-State Travel	\$ 179,088.00
0711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 30,793.57
0712	Meals	\$ 153.25	Available Balance	\$ 148,294.43
0713	Hotel	\$ 211.60	Amount requested this authorization	\$ 1,397.41
0714	Mileage	591.5	Estimated Balance Available	\$ 146,897.02
0715	Fuel	\$ *99.00	*State Mileage Reimbursement Rate – One-way Trip = \$.70 per mile x 591.5 miles	\$
0717	Miscellaneous	\$	** Tolls	
0719	Registration Fees	\$		
	TOTAL	\$ 1,397.41		

Appropriation Code: 15-025-4003-080-500715

Source of Funds: 41% Highway Funds, 34% General Funds, and 25% Turnpike Funds

Division Director:  Commissioner of Safety: 

ATTACHMENT A

TRAVEL BY AIR and Vehicle - TIME REQUIRED:

One Way from NHSP Headquarters Concord NH To Manchester Regional Airport (1 Trooper) <i>[Concord = .35 Hours One Way]</i>	.35 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Pittsburgh, PA	4.02 Hours
Arrival Time at Pittsburgh, PA Airport Prior to Departure) <i>[1.50 Hours x 2 Troopers = 3.00]</i>	1.50 Hours
Return travel time by vehicle from Sharpsville, PA to Concord, NH	9.78 Hours
Total Time Required Round Trip Air/Vehicle	8.25 Hours – Round Trip

TRAVEL BY AIR/VEHICLE – TRIP COST:

Airfare One Way for 1 Trooper	\$ 338.43
Fuel Cost One Way for One Vehicle from Sharpsville, PA to Concord, NH	\$ 99.00
Rental SUV For 4 days [SUV to accommodate K9 & Crate]	\$ 595.13
Meals [Per Diem Rate of \$63/per day <i>[GSA Rate]</i> <i>[Travel days per diem rate of \$47.25/per day]</i>	\$ 153.25
Hotel-Approximate Plus Tax – 2 nights	\$ 211.60

TOTAL COST TO TRAVEL BY AIR and Rental Vehicle **\$1,397.41**

Due to the requirement of the Trooper to travel with his K-9, there will be no air travel comparison.

ATTACHMENT B

DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State's policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
 - 1. Employees are reimbursed fairly and in a consistent manner.
 - 2. Employees are provided with clear and consistent travel expense reimbursement instructions.
 - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
 - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.
- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.